

TOWN OF TOPSFIELD
Topsfield Board of Health
Meeting of Thursday, January 24, 2008
Topsfield Town Hall

Present: William Hunt, Chair; Michael Waltermire; Vincent Guerra; Sheryl Knutsen; Deborah Colbert
Also Present John Coulon, Health Agent; Catherine Tinsley

Abbreviations used:

TBOH - Topsfield Board of Health

USGS – United States Geological Survey

CoC- Certificate of Compliance

7: 41 pm - Mr. Hunt called the meeting to order.

APPOINTMENTS

Waiver request for 32 Woodside Rd. , New England Engineering - Sean Brazel

The TBOH referenced the local regulations section 3(i) in consideration of the request for a waiver.

The Board agreed that this is a repair service of an existing building.

Mr. Coulon identified that the survey crew set the point of sea level at the front step noting that the USGS data bench mark was not available in that area; this variance entails a two man survey crew locating the bench mark.

A discussion of understanding followed to allow assumed datum in lieu of USGS as required by Section 3(i)

Mr. Coulon identified that two perc tests are required; one was performed. It was noted that the first perc hole did not hold water. Section 16 of the local regulations was referenced as required as a part of the discussion to make determination for a waiver to allow the use of one percolation test in primary area in lieu of two.

The perc test was witnessed by the Health agent.

It was noted that this is a failed system according to Title V.

Ms. Colbert made a motion to grant the waivers as requested letter dated December 4, 2007. Seconded.

Opposed: William Hunt

MOTION CARRIED by majority vote.

Lynn Arts Inc - Imaginary Beasts request for fee waiver

A letter requesting a fee waiver submitted by Lynn Arts Inc - Imaginary Beasts (no representation was present) .

The Health Agent stated that a letter was submitted “after the fact” requesting a food permit fee waiver for Winter Panto 2008 theatrical event held at Coolidge hall at Topsfield Fair Grounds on January 4, 2008; this is a 501C3 non profit company.

The Board discussed the criteria of granting fee waivers and noted their concern that this request was submitted after the event was held.

Mr. Waltermire made a motion to deny the waiver as requested. Seconded.

Discussion followed to support the motion to deny the request noting that it was submitted after the event was held as retro active.

Opposed: None

MOTION CARRIED

The Board discussed the fee structure and amending the fees e.g. doubling the permit for after the fact filings.

OLD BUSINESS

Review and approve past meeting minutes

- *Ms. Colbert made a motion to approve the November 1, 2007 minutes. Seconded.*

Abstentions: Hunt; Knutsen - absent

MOTION CARRIED

- *Mr. Hunt made a motion to approve the October 2, 2007 minutes. Seconded.*

Opposed: None

MOTION CARRIED

- *Mr. Hunt made a motion to approve the TBOH meeting minutes of March 22, 2007; May 24, 2007; June 28, 2007; July 26, 2007; August 23, 2007; Seconded.*

Opposed: None

MOTION CARRIED

- *The Board discussed the content of the April 26, 2007 minutes as written.*

Ms. Colbert made a motion to not accept the minutes.

Abstentions: William Hunt – Absent

MOTION CARRIED

HEALTH AGENT'S REPORT

Avian Influenza Update

The Health agent reported that a citizen reported a concern to the BOH office regarding the avian flu outbreak in Middleton. This is related to a single flock (minimum of 6 birds) identified through random testing.

Mr. Coulon went on to say that results of testing done in the area have not been received to date and that the TBOH office has not been contacted by the State or the Dept of Agricultural resources most likely because there are no additional findings.

Mr. Coulon noted this Avian H5N2 influenza is not a danger to humans and that it is important that the TBOH provide residents with information and assist owners of flocks.

NEW BUSINESS

Approve Board meeting calendar for 2008 - The Board unanimously approved the meeting calendar for 2008.

CORRESPONDENCE – *Ms. Colbert made a motion to remove Correspondence from the Agenda. Seconded.*

Opposed: None

Motion Carried

FINANCIALS

The Board reviewed and signed the bill warrant

January Revenue Report – Copies were provided to the Board in their packets.

EXECUTIVE SESSION

9:28 PM - *Ms. Colbert made a motion to enter into ES, and to return to open session for the purpose of adjournment. Seconded.*

MOTION CARRIED UNANIMOUSLY by roll call vote.

VOTED: To adjourn return to open session for the purpose of adjournment at 11:01 PM

11:02 PM – The Board returned to open session.

On a motion by Ms. Colbert it was unanimous to adjourn.

Respectfully submitted by
Catherine Tinsley